How to Add Creditors

1   Click on the **Bankruptcy** hyperlink at the top of the screen.

2   Click on **Creditor Maintenance.**

3   Click on **Enter individual creditors.**

4   Enter the case number in yy-nnnnn format and click **Next**. Check the case
     name and number to be sure it is the correct case.

5   At the **Add Creditor(s)** screen enter the name and address of the creditor(s)
     being added to the case.

                  FORMAT for adding creditors is as follows:

                        Name: XYZ Mortgage Company
                        Address 1:   c/o Joe Lawyer, Esq.
                        Address 2:   P.O. Box 25
                        Address 3:   Boston, MA 02114
                        Address 4:
                        Address 5:

                  Do Not Change Creditor Type default.
                  Do Not Change Creditor Committee default.

     When you have entered the last creditor, select **Last Entry** and click **Next**.

6   The **Total Creditors Entered** screen will display the case number and the
     number of creditors added to the database during this transaction.

7   Click **Submit** and the name will be added.